

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

National Procedure Checklist No. 1755

Field Office Distribution All directives are sent to BBS for State Offices and KCMO to access for local printing and distributing. To inquire about the transmission of directives, call the Directives Section at 202-690-0594.

National Office Distribution Notices are available on Internet. Handbooks are printed and distributed to the National Office.

Directives on Internet Notices are available on Internet at www.fsa.usda.gov/dam/msd/notices/fsa.htm.
Note: FAS and RMA employees replace "fsa" in the Internet address to access notices for their agency.

Temporary Directives Temporary directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
AO-1196 7-19-99	Postponing 1999 COC Elections	State and County Offices
BU-556 7-14-99	August 1999 Interest Rate Changes for Agricultural Credit Insurance Fund (ACIF) Program	State and County Offices
CM-405 7-20-99	Deleting or Updating FY 1999 Partial and Pending Reconstitutions	State and County Offices
CM-406 7-20-99	Disabling 1999 Initiate Reconstitution Software	State and County Offices
CMA-34 7-21-99	CMA and LSA Internet Usage Survey	CMA's, LSA's, and State and County Offices Except AK, HI, and PR
CRP-342 7-16-99	Tree Thinning Contract Extension	State Offices and Service Centers

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National Procedure Checklist No. 1755 (Continued)

**Temporary
Directives
(Continued)**

Short Reference and Effective Date	Title	For
FLP-65 7-15-99	Administrative and Property Management Costs for DALR\$	State Offices
FLP-66 7-20-99	Guaranteed Farm Ownership Loan Funds	State and County Offices
NAP-32 7-20-99	1999 NAP Unit Rollover	State and County Offices
PM-2121 7-13-99	RMA Flexiplace Pilot Program for Field Office Employees	RMA Field Office Employees
PM-2122 7-19-99	2000 Aspiring Leader Program (ALP)	FAS National Office Employees and All FSA Federal Employees (including County)
PM-2123 7-19-99	2000 New Leader Program (NLP)	FAS National Office Employees and All FSA Federal Employees
PM-2124 7-20-99	FY 2000 Seminars of the Management Development Centers	FSA Employees (Except Non-Federal County Office Employees)
PS-319 7-14-99	APSS Software in County Release No. 412 for Recording Dairy Market Loss Assistance (DMLA) Program Overpayments and Underpayments	State and County Offices
TB-945 7-21-99	Retaining Tobacco-Related Records	Tobacco State and County Offices

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National Procedure Checklist No. 1755 (Continued)

Permanent Directives

Permanent directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
30-AS (Rev. 1) Amend. 7 7-12-99	Real Property, Personal Property, and Motor Vehicle Management	Field Offices Except Counties
1-CM (Rev. 2) Amend. 70 7-14-99	Common Management and Operating Provisions	All Offices
4-CP (Rev. 4) Amend. 11 7-21-99	Payment Reductions and Violations	State and County Offices
1-DAP Amend. 23 7-14-99	Disaster Assistance Program	State and County Offices
1-DAP Amend. 24 7-14-99	Disaster Assistance Program	State and County Offices
3-PM (Rev. 3) Amend. 3 7-14-99	Personnel Operations	All Offices Except Counties

Procedure Notices

Procedure notices issued since the last weekly checklist are listed in this table.

PN Issue No.	Date	For
FSA Issue No. 71	7-16-99	State and County Offices

Obsolete Directives

None

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Prefix	Form No.	Edition Date	Form Title	Filename pdf	Filename wpd	Stock By	Unit Issue	Fillable	Used By	WDC Directive	File Code	Remarks
CCC	38	07-20-99	Overview of CCC and FSA Payment Options	CCC0038.PDF	nofile.htm	RPL/PDF	MP/2 Head to Foot	N	Counties	12-AO, 63-FI	N/A	This form was revised and uploaded to the BBS on 7-21-99. Destroy old stock.
CCC	666 LDP	08-02-96	Loan Deficiency Payment Application and Certification	CC666LDP.PDF	nofile.htm	RPL/PDF	MP/2 Head to Foot	Y	Counties	7-LP, 2-LP (Grain and Oilseeds), 2-LP(RICE), 2-LP(HONEY), 12-AO	N/A	This form is now PDF Fillable for online completion; it was uploaded to the BBS on 7-15-99.
CRP	1-H Addendum	06-23-99	CRP-1 Modification To Extend The Expiration Date For 3 Years	CRP1HADD.PDF	nofile.htm	RPL/PDF	Sheet	Y	Counties	Notice CRP-342	N/A	This form is new; it was uploaded to the BBS on 7-22-99.
FCIC	586	02-99	RMA Security Access Authorization Form	FCIC0586.PDF	FCIC0586.WPD	RPL/PDF/WPD	MP/2 Head to Head	Y	RMA	Notice PM-2121	N/A	This form is new; it was uploaded to the BBS on 7-21-99.
FCIC Prov.	98-037	N/A	Raisin Crop Provisions	98037RA.PDF	nofile.htm	RPL/PDF	MP/4 Head to Head	N	Insurance Providers and Producers	N/A	N/A	This provision is new; it was uploaded to the BBS on 7-19-99.
FCIC Prov.	98-041	N/A	Coarse Grain Crop Provisions (Corn, Grain Sorghum, Soybeans)	98041CG.PDF	nofile.htm	RPL/PDF	MP/5 Head to Head	N	Insurance Providers and Producers	N/A	N/A	This provision is new; it was uploaded to the BBS on 7-19-99.
FCIC Prov.	98-042	N/A	Processing Sweet Corn Crop Provisions	98042PSW.PDF	nofile.htm	RPL/PDF	MP/6 Head to Head	N	Insurance Providers and Producers	N/A	N/A	This provision is new; it was uploaded to the BBS on 7-19-99.
FCIC Prov.	98-047	N/A	Dry Bean Crop Provisions	98047DRY.PDF	nofile.htm	RPL/PDF	MP/5 Head to Head	N	Insurance Providers and Producers	N/A	N/A	This provision is new; it was uploaded to the BBS on 7-20-99.

NOTE: Files saved in PDF Format must be opened in Adobe Acrobat Reader 3.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.

1/ Filing codes pertain only to State and County Offices.

NOTE: NOFILE.HTM indicates that there is no electronic files available.

Prefix	Form No.	Edition Date	Form Title	Filename pdf	Filename wpd	Stock By	Unit Issue	Fillable	Used By	WDC Directive	File Code	Remarks
FCIC Prov.	98-049	12-97	Safflower Crop Insurance Provisions	98049SAF.PDF	nofile.htm	RPL/PDF	MP/4 Head to Head	N	Insurance Providers and Producers	N/A	N/A	This provision is new; it was uploaded to the BBS on 7-20-99.
FCIC Prov.	98-050		Hybrid Sorghum Seed Crop Provisions	98050HSS.PDF	nofile.htm	RPL/PDF	MP/6 Head to Head	N	Insurance Providers and Producers	N/A	N/A	This provision is new; it was uploaded to the BBS on 7-20-99.
FFAS	7	06-01-99	Flexiplace Home Safety Checklist	FFAS0007.PDF	nofile.htm	RPL/PDF	Sheet	Y	FFAS HQ and RMA Field Office employees ONLY (Except RMA Kansas City employees)	Notices PM-2115 and PM-2121	N/A	This form was reissued and uploaded to the BBS on 7-20-99 to fix the horizontal lines that were not visible and printable on the PDF format uploaded on 6-2-99.
FSA	1014	07-14-99	Peanut Loan Schedule	nofile.htm	nofile.htm	TPD	Sheet	N	ASSN	N/A	N/A	This form was revised. Destroy old stock. A distribution has been made.
FSA	1014-1	07-14-99	Peanut Loan Schedule (Runner, Virginia Type)	nofile.htm	nofile.htm	TPD	Sheet	N	ASSN	N/A	N/A	This form was revised. Destroy old stock. A distribution has been made.
FSA	1014-2	07-14-99	Peanut Loan Schedule (Valencia)	nofile.htm	nofile.htm	TPD	Sheet	N	ASSN	N/A	N/A	This form was revised. Destroy old stock. A distribution has been made.
FSA	1014-3	07-14-99	Peanut Loan Schedule (Virginia Type)	nofile.htm	nofile.htm	TPD	Sheet	N	ASSN	N/A	N/A	This form was revised. Destroy old stock. A distribution has been made.

NOTE: Files saved in PDF Format must be opened in Adobe Acrobat Reader 3.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.

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Prefix	Form No.	Edition Date	Form Title	Filename pdf	Filename wpd	Stock By	Unit Issue	Fillable	Used By	WDC Directive	File Code	Remarks
FSA	1014-4	07-14-99	Peanut Loan Schedule (Runner, Virginia)	nofile.htm	nofile.htm	TPD	Sheet	N	ASSN	N/A	N/A	This form was revised. Destroy old stock. A distribution has been made.
FSA	1014-5	07-14-99	Peanut Loan Schedule (Spanish, Valencia)	nofile.htm	nofile.htm	TPD	Sheet	N	ASSN	N/A	N/A	This form was revised. Destroy old stock. A distribution has been made.
FSA	1014-6	07-14-99	Peanut Loan Schedule (Valencia)	nofile.htm	nofile.htm	TPD	Sheet	N	ASSN	N/A	N/A	This form was revised. Destroy old stock. A distribution has been made.
FSA	Unnumbered 34	N/A	2000 Management Development Centers Nomination Form	MANDEVEL.PDF	nofile.htm	RPL/PDF	Sheet	Y	FSA employees (Except Non-Federal County Office Employees'	Notice PM-2124	N/A	This form was revised and uploaded to the BBS on 7-21-99. Destroy old stock.
FSA	Unnumbered 37	N/A	2000 Aspiring Leader Program (ALP) Nomination Form	NOMALP.PDF	NOMALP.WPD	RPL/PDF/WP	Sheet	Y	FAS National Office Employees and All FSA (including County)	Notice PM-2122	N/A	This form was revised. The WPD version was uploaded to BBS on 7-21-99; the PDF version was uploaded on 7-21-99. Destroy old stock.
FSA	Unnumbered 38	N/A	2000 New Leader Program (NLP) Nomination Form	NOMNLP.PDF	NOMNLP.WPD	RPL/PDF/WP	Sheet	Y	FAS National Office employees and All FSA Federal Employees	Notice PM-2123	N/A	This form was revised and uploaded to the BBS on 7-21-99. Destroy old stock.

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Prefix	Form No.	Edition Date	Form Title	Filename pdf	Filename wpd	Stock By	Unit Issue	Fillable	Used By	WDC Directive	File Code	Remarks
FSA	Unnumbered 40	N/A	Tobacco Warehouse Auxiliary Card	nofile.htm	nofile.htm	KC	Card	N	TPD	N/A	N/A	This form was reprinted to replenish stock in the warehouse. Order only if needed. Back orders will be filled automatically. Tentative delivery date is 8-16-99.
KC	592	10-14-93	Conference Room Reservations (8930)	nofile.htm	KC0592.WPD	RPL/WP	Sheet	N	ASD	N/A	N/A	This form is obsolete. Destroy all stock.
KC	592-1	02-05-93	Conference Room Reservations (9200)	nofile.htm	KC0592-1.WPD	RPL/WP	Sheet	N	ASD	N/A	N/A	This form is obsolete. Destroy all stock.
MISC	GSA-2957	10-97	Reimbursable Work Authorization	nofile.htm	nofile.htm	RPL/PDF	MP/2 Head to Head	N	All	30-AS, 31-AS	RLP8-2	This form was revised by GSA; however, edition date remains 10-97. This form is available in PDF format on the www.gsa.gov/ forms Internet site.

NOTE: Files saved in PDF Format must be opened in Adobe Acrobat Reader 3.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.

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National Procedure Checklist No. 1755 (Continued)

State Office The reports due in August are listed in this table.
Reports
Calendar

Due Date	Title	Directive Requiring Report
08-02-99	19XX Flue-cured Sales/Forfeitures and Purchases/ Reallocations (PA-84R)	9-TB
08-02-99	Burley Tobacco Sales/Forfeitures and Purchases/ Reallocations (PA-96R)	10-TB
08-06-99	Release and Reapportionment (PSL-30R)	1-TB
08-06-99	Progress Report for ACP (ACP-305)(CEP-16R)	1-CONSV
08-06-99	Progress Report for ECP (ACP-305)(CEP-18R)	1-CONSV
08-06-99	Progress Report for RCWP (ACP-305)(CEP-25R)	1-CONSV
08-06-99	Progress Report for SIP (ACP-305)(CEP-46R)	1-CONSV
08-06-99	Cost-Share Requests Status Report (CEP-50)	1-CONSV
08-06-99	Progress Report for ECPHS (ACP-305)(CEP-.52R)	1-CONSV
08-06-99	Progress Report for ECPHSF (ACP-305)(CEP-55R)	1-CONSV
08-06-99	Progress Report for ECPMWF (ACP-305)(CEP-56R)	1-CONSV
08-06-99	Progress Report for ECPMWF2 (ACP-305)(CEP-57R)	1-CONSV
08-06-99	Late Voucher Report (NAP-1R)	2-NAP
08-06-99	LA Interest Payment Report (NAP-2R)	2-NAP
08-13-99	Livestock Feed Program, EFP and EFAP Program (ASCS-646) (EIP-54R)	8-DF
08-16-99	Lease and Transfer of Quotas (PSL-31R)	10-TB
08-16-99	USDA/FSA Fertilizer Facility Listings (FSA-250 - FSA-251) (EIP-47R)	1-DP
08-16-99	Transmittal of Food, Feed, and Seed Facility Listings (FSA-249 - FSA-249-1) (EIP-45R)	1-DP
08-16-99	RCWP Status Report (CEP-28R)	1-RCWP
08-20-99	Reconciliation of Peanut Basic and Effective Quota (PA-126R)	1-PN